



ALPHA DELTA KAPPA EXCELLENCE IN EDUCATION AWARD PROGRAM GUIDELINES

I. PROGRAM

A. Purposes:

1. Recognition of members for outstanding contributions to education.
2. Promotion of goals and purposes of Alpha Delta Kappa.
3. Increased visibility for Alpha Delta Kappa and members.
4. Provide for an additional benefit of membership with Alpha Delta Kappa.

B. Funding

1. The Foundation biennially funds the purchase, engraving, and shipping of seven plaques/trophies for regional award recipients. Headquarters Scholarships & Grants Coordinator will ship the plaques/trophies to the appropriate International Vice President of the Region in time for her regional conference.
2. The Foundation biennially funds the purchase, engraving, and shipping of one plaque/trophy for the International Award Recipient.
3. The Foundation will biennially allocate \$5,000 to fund one International Award.
4. Awards of \$500 per regional recipient will be funded by the AΔK Foundation and sent to each International Vice President in time for the regional conference.
5. The funding of the S/P/N award program is the total responsibility of the respective S/P/N. Headquarters provides the unique Excellence in Education pin for presentation to each S/P/N recipient at the regional conference.

C. Eligibility

To be eligible, an Alpha Delta Kappa member shall:

- a. Be an active member.
- b. Be actively engaged in the education profession and be under contract in teaching, administration, or some specialized field of education.
- c. Exhibit exceptional professional dedication, knowledge, and skills.
- d. Be recognized as an outstanding educator by colleagues, parents, and students.
- e. Have made exemplary contributions to education.
- f. Show evidence of professional achievement and success.
- g. Demonstrate school/community collaboration.
- h. Be nominated by a colleague or be self-nominated.
- i. Not be a prior Regional Excellence in Education Award recipient. S/P/N recipients may be nominated a second time if not the Regional recipient.
- j. International Executive Board Members, International Chapter Members, members of scholarship boards and committees, and relatives of the groups cannot receive scholarships, grants, or other payments under programs adopted by the Alpha Delta Kappa Foundation.

II. GUIDELINES

- A. The International Excellence in Education (EiE) Award is a biennial award given at the International level to an Alpha Delta Kappa Member.
- B. The International recipient will be presented a monetary award of \$5,000, an engraved plaque/trophy, and be invited to speak to the attendees at the International Convention.
 - 1. A check for \$5,000 is payable to the recipient. The award shall be used by the Grantee (recipient) for educational purposes, educational materials, academic coursework, or to enhance personal and professional educational goals.
 - 2. A Foundation check for \$5,000 and the plaque/trophy are presented to the recipient during the International convention where her selection is announced. The recipient will be allowed to thank the delegation at the convention.
 - 3. At the International Convention's presentation announcement, the International EiE recipient shall accept the provisions contained in the International Excellence in Education Award Foundation Agreement. A sample copy of the Agreement is in the Addendum.
- C. Information concerning the Excellence in Education Award shall be available on the International Website under the Scholarships & Grants tab. Deadlines for nominations and applications will be published in the *KAPPAN* or Eblasts as appropriate for the timeline.
- D. Each S/P/N recipient is strongly encouraged to attend, at her own expense, her S/P/N convention, where the recipient will be announced and then presented with her award. Each S/P/N shall determine the way the award shall be given.
- E. Each S/P/N recipient is strongly encouraged to attend, at her own expense, her regional conference and apply to present a workshop/learning session. Each S/P/N recipient will receive an Excellence in Education Award pin. The regional recipient will be announced at the conference and presented with a plaque and a check for \$500 to be used for educational purposes.
- F. Each regional recipient is expected to attend, at her own expense, the International convention where the International recipient will be announced and presented with her award. Regional recipients are encouraged to apply to offer a learning session during the Educational Symposium at the International convention. She shall write a brief article about herself and her work and provide a photo, headshot (jpeg), for the *KAPPAN*, as requested (TBD/September 1) even-numbered years and submit to scholarships@alphadeltakappa.org Subject: EiE *KAPPAN* Submission. The International Excellence in Education Chairman shall facilitate and oversee obtaining the information necessary for the article.
- G. Regional recipients will be announced in the *KAPPAN* or *Eblast* in even-numbered years. The seven regional recipients' information summaries will be published in the *KAPPAN*.
- H. The International EiE recipient will be announced in the *KAPPAN* in odd-numbered years.
- I. An article written by the International recipient and a photo will be published in the *KAPPAN* odd-numbered year. The International Recipient will submit her essay and photo, as requested

(TBD/September 1) odd-numbered to scholarships@alphadeltakappa.org Subject: EiE **KAPPAN** Submission. The International recipient may also submit a (jpeg) photo with her students for publication in the **KAPPAN**. (Alpha Delta Kappa MUST have signed permission by a parent/guardian to publish pictures of minors.)

III. NOMINATION AND ADJUDICATION PROCESS

A. State/Province/Nation (S/P/N) Nomination/Application Process

1. The active online EiE Nomination Form is available on the website under Scholarship & Grants, 60 to 90 days before the deadline of November 1, odd-numbered years, 11:59 PM Central time. The Nomination Form Sample is available for information only. Only online nominations are acceptable.
2. Nominations by a colleague are appropriate, or the member may self-nominate. The online platform service, Kaleidoscope, will send acknowledgement the nominee submitted the nomination. The nominator may send a PDF of the nomination to the S/P/N chairman as a confirmation.
3. All members nominated will receive an invitation and link from Kaleidoscope by November 10, odd-numbered year, to submit the Application Packet. Only those nominated by the deadline are eligible to receive the link for the Application.
4. The online Application and two uploaded letters of professional reference and the Applicant Introduction Page have a deadline of January 15, even-numbered year, 11:59 PM Central time. The website will have a sample application for information only. The EiE Adjudication Rubric Sample is available on the website for information only. Only online applications by nominated members are accepted. Kaleidoscope will confirm the Application is received.
5. The applicant may send the PDF of their Application to the S/P/N EiE chairman. The applicant will fill out the EiE Applicant Introduction Page and submit it to Kaleidoscope. The applicants are introduced at the S/P/N convention using the EiE Applicant Introduction Page.

B. S/P/N Adjudication Process

1. S/P/N Nominees' names will be shared with the S/P/N EiE Committees. The S/P/N EiE chairman shall encourage the nominees to submit their Application, including the online application and two uploaded professional references. The S/P/N EiE chairman shall encourage applicants to attend their S/P/N convention. Applicants will also be encouraged to offer a professional development workshop/learning session at the regional conference and International convention.
2. Between January 20 and February 15 of even-numbered years, the S/P/N Excellence in Education Committee shall review and evaluate all application packets using the Kaleidoscope's online review portal service. The Application Packet includes the Online Nomination form and Narrative, Application, the Applicant Introduction Page, and two professional references. Kaleidoscope will provide passwords and instructions on how to use the online review service. The EiE Adjudication Rubric Sample is available on the website for information only.

3. Kaleidoscope will produce the Score Report (with total scores and percentage scores) by February 20 of the even-numbered year. The recipient must score a minimum of 85% on the adjudication rubric. If not evident from the Score Report (ties), the committee's decisions may be made electronically to decide the recipient.
4. The S/P/N chairman shall print a copy of the **Excellence in Education Applicant Introduction Page**, from the review portal. This information can be used to introduce the applicants(s) at the S/P/N convention. The S/P/N recipient's Introduction Page shall be emailed to the Regional EiE Chairman for introductions at the regional conference. The S/P/N Chairman shall email a copy of the recipient's Introduction Page to the Headquarters Scholarship and Grants Coordinator.
5. The S/P/N chairman will send a letter to the non-recipients following the S/P/N convention and a letter of congratulations to the S/P/N recipient. Suggested letters of communication are available for use by the chairman. Send letters electronically as an attachment for recipients and non-recipients.
6. Headquarters Scholarships and Grants coordinator shall notify, via email, the name of the S/P/N recipients to the International President, International Executive Board Chairman, IEB Scholarships & Grants Liaison, International Vice President for the Region, International Excellence in Education Chairman, and the recipient's S/P/N president by February 28.
7. The Scholarships and Grants Coordinator will notify the online scholarship platform, Kaleidoscope, by March 1, with the names of the S/P/N recipients from each region, for the next phase of reviews at the regional level.

C. Regional Adjudication Process

1. Between April 1 and May 1 of even-numbered years, the seven (7) Regional Excellence in Education Award Chairmen, acting as a panel of judges, shall review and evaluate all S/P/N recipient's Application Packets. The Kaleidoscope scholarship service online platform is used for the reviews. Kaleidoscope will provide passwords and instructions on how to use the online review service. The EiE Adjudication Rubric Sample is available on the website for information only.
2. Kaleidoscope will provide the Score Report sorted by region on or about May 5. The Lead Regional Excellence in Education Chairman shall facilitate decisions, and the committee selects one recipient per region, if not evident in the Score Report. Recipients must score at least 85% on the adjudication rubric.
3. The Regional EiE Chairman shall print the EiE Applicant Introduction Page from the Kaleidoscope review portal, or a copy should be available from the Headquarters Scholarships and Grants Coordinator.
4. All EiE Application Packets are archived with Kaleidoscope online service.
5. The Regional Chairman shall email all non-recipients, after the regional conference, a standardized letter that shall be provided by Headquarters Scholarships and Grants Coordinator.
6. Headquarters Scholarship and Grants Coordinator shall email the names of the regional recipients to the International President, the International Executive Board Chairman,

IEB Scholarships & Grants Committee Liaison, International Vice President for the regions, the International Symposium Chairman, and the International EiE Committee Chairman, by June 1 even-numbered year.

7. The Headquarters Scholarship and Grants Coordinator shall initiate the invoice/order for the engraved plaques and invoices for the (\$500) checks issued to the seven regional recipients at the regional conferences. The exclusive EiE pins shall also be made available for the S/P/N recipients awarded at the regional conferences. Inventory for the S/P/N EiE pins is maintained at Headquarters.

D. International Adjudication Process

1. Between September 15 and November 15 of even-numbered years, the International Excellence in Education Committee shall review all regional Application Packets using the online Kaleidoscope Review Portal. Kaleidoscope will provide passwords and instructions on how to use the online review service. The EiE Adjudication Rubric Sample is available on the website for information only.
2. On or about November 20, Kaleidoscope will produce the Score Report. The International EiE recipient must score at least 85%. The International Excellence in Education Committee Chairman shall email the International President, the International Executive Board Chairman, the IEB S&G Liaison, and the Scholarships and Grants Coordinator the International EiE Award recipient's name by December 15 of even-numbered years.
3. EiE Application Packets remain in the Kaleidoscope archives. The Headquarters Scholarships and Grants Coordinator and the IEB S&G Liaison have Client Portal access to the applications.
4. The Headquarters Scholarship and Grants Coordinator shall initiate the invoice/order for the engraved plaque and invoice for the International monetary Award in time for the International Convention shipments.
5. Headquarters Scholarship and Grants coordinator shall send all regional recipients a standardized letter, following the last regional conference, strongly encouraging them to attend the International convention and present at the Educational Symposium. Also, share the copy of the International EiE Award Foundation Agreement the recipient will have to sign to accept the monetary award from the Foundation.
6. The International EiE Chairman announces the International EiE recipient at the International convention, where the recipient receives her monetary award and plaque.
7. Following the International convention, Headquarters Scholarships and Grants coordinator shall notify the International EiE recipient's S/P/N president and chapter president and send electronically formal letters (as an attachment) to all the non-recipients.

E. Recusals

1. A committee member should recuse herself from voting where a conflict of interest may be perceived. The committee member may recuse herself from scoring the familiar

candidate's application or one with a personal connection.

2. Other reasons may also exist that would force a committee member to recuse herself from a particular vote so that no impropriety challenge may arise.

SCORING AND COMPENSATING FOR RECUSALS

When a committee member recuses herself from voting on a particular application, she offers no score for that application. Kaleidoscope will calculate the average of the other scores for that application as the value for her score.

In the following example, four out of five reviewers have submitted scores for one applicant A(1). Scorer 4 has recused **(R)** herself.

To calculate Scorer 4's input for applicant A(1), add the value of all scores for the applicant and divide by the number of other scorers. In this example, the divisor would be 4.

$$10+15+13+17=55/4=13.75$$

For Scorer 4, the entry for applicant A(1) would be 13.75, the average of the other four scorers' values. The overall score value, then, would be the total of all five scores for applicant A(1):

$$10+15+13+13.75+17=68.75$$

Applicants	Scorer 1	Scorer 2	Scorer 3	Scorer 4	Scorer 5	Total Score
A(1)	10	15	13	(R)13.75	17	68.75
A(2)	9	8	10	12	15	54
A(3)	13	12	13	13	17	68

IV. EXCELLENCE IN EDUCATION PROGRAM COMMITTEE APPOINTMENTS

- A. The **International Excellence in Education** Chairman and three committee members are appointed by the International President-Elect in the spring, or soon after the International Convention. Members of the committee shall be from different regions, if possible. The International EiE Chairman appoints one non-member from the university/community level by December 1 to serve on the committee for a total of **five (5) committee members**. Report names and emails to the Scholarships and Grants Coordinator at Headquarters.
- B. The seven **Regional Excellence in Education** Chairmen are each appointed by the International Vice President of the Region and shall serve as the **seven (7) committee members** for adjudication of all the S/P/N recipients to determine each region's recipient. Report names and emails to the Scholarships and Grants Coordinator by December 1 of the odd-numbered year. The International President shall appoint one of the seven Regional EiE Chairmen as the Lead Chairman for communications. The Lead Chairman shall coordinate any Regional EiE communications necessary.
- C. The **State/Provincial/National (S/P/N) EiE** Chairman is appointed by the S/P/N President and reported on the H-155 Report of S/P/N Officer Changes by June 30, the even-numbered year. The S/P/N President appoints two additional members from any geographic area of the S/P/N. The S/P/N EiE Chairman appoints one non-member from the university/community level for a total of

four (4) committee members. Report names and emails for the committee members to the Scholarships and Grants Coordinator by September 15th of the even-numbered year.

- D. The Headquarters Scholarships and Grants Coordinator shall prepare an Excel Workbook with separate sheets for International, Regional, and S/P/N EiE Committees. Include the committee members' names and their email addresses for use in communications and to share with the Kaleidoscope support team members.
- E. Adjudication of the Application Packets is completed through the Kaleidoscope online platform, so the committee members are not required to meet for review. Recipient decisions can be completed electronically by email, video communications, or phone if not evident from the Score Report prepared by Kaleidoscope.

Addendum:

- EiE Applicant Introduction Page (Page 8)
- Alpha Delta Kappa International Excellence in Education Award Foundation Agreement (Page 9-11)

**ALPHA DELTA KAPPA
EXCELLENCE IN EDUCATION AWARD
APPLICANT INTRODUCTION PAGE**

Information used for introductions at the State/Provincial/National convention, Regional Conference, and International Convention. Submit to Kaleidoscope as part of the application.

- **Name**
- **State/Province/Nation (S/P/N)**
- **Chapter name**
- **Region: (Drop-down choices)**
Gulf, North Central, Northeast, Northwest, South Central, Southeast, Southwest
- **Email**
- **Cell Phone**
- **Education Degree(s)/Certifications**
- **Current Employment assignment**
- **Current School/District Involvement summary**
- **Current Professional Leadership examples**
- **Current Community Activities**
- **Alpha Delta Kappa Involvement**
Limit the following highlights to 50 words each:
- **Summary of professional philosophy in daily work and as a lifelong learner**
- **Brief description of a significant difference you have made in the field of education**

[Print on Letterhead of Alpha Delta Kappa Foundation]

[Date]

Re: Alpha Delta Kappa International Excellence in Education Award

Dear _____,

On behalf of The Alpha Delta Kappa Foundation (the "Foundation") and Alpha Delta Kappa, I am pleased to inform you that you (the recipient) have been selected to receive an award in the amount of \$5,000.00 (the "Award") as part of Alpha Delta Kappa's International Excellence in Education Award, subject to the terms and conditions set forth in this letter agreement (this "Agreement").

Award Terms and Conditions

1. Purpose and Use of Award. The award shall be used (and may only be used) by Grantee for educational purposes, educational materials, educational coursework or to enhance personal and professional educational goals.

2. Tax-Exempt Purposes. Notwithstanding any other provision of this Agreement, Recipient shall use the award in a manner that is consistent with the Foundation's tax-exempt purposes, and in particular shall use the award solely for charitable, scientific, literary, or educational purposes within the meaning of Section 170(c)(2)(B) of the Internal Revenue Code (the "Code").

3. Prohibition Against Lobbying and Political Activity. Recipient shall not use any portion of the award: (a) to carry on propaganda, or otherwise attempt to influence legislation within the meaning of Section 4945(d)(1) of the Code; or (b) to influence the outcome of any specific public election, or to carry on, directly or indirectly, any voter registration drive within the meaning of Section 4945(d)(2) of the Code.

4. Compliance with Applicable Laws and Sanctions Programs. Recipient shall comply in all respects with all relevant laws to which it may be subject in connection with carrying out the Goal(s). Recipient shall not permit any portion of the award: (a) to be lent, contributed, expended, or otherwise made available to fund any activity or business in any Designated Jurisdiction (as defined below); (b) to fund any activity or business of any individual or entity located, organized, or residing in any Designated Jurisdiction; or (c) to be used in any other manner that will result in any violation by any individual or entity of any international economic sanction administered or enforced by the United States Government, including, without limitation, the Office of Foreign Assets Control of the United States Department of the Treasury ("Sanctions"). "Designated Jurisdiction" means any country or territory to the extent that such country or territory is the subject of any Sanctions.

5. Indemnification Regarding Use of Award. Recipient shall protect, save, and keep the Foundation, and each of its directors, officers, employees, and other representatives harmless from and indemnify them against any and all claims, demands, losses, costs, damages, suits, judgments, penalties, expenses, and liabilities of any kind or nature that arise out of or in connection with recipient's use of the award.

6. Acknowledgement and Publicity. All publications, press releases, and other documents produced by recipient that refer to or result from the award shall give appropriate credit and attribution to the Foundation. Recipient agrees to work with the Foundation in good faith to assure that such attributions, if any, are acceptable to the Foundation. Recipient further grants to Foundation a royalty-free, non-exclusive license to use recipient's name for the limited purpose of publicizing the award on the Foundation's website and in membership communications to the members of Alpha Delta Kappa.

7. Required Notification of Certain Events. Recipient shall immediately notify the Foundation if: (a) Recipient is unable to spend the award for the purposes specified herein; (b) any portion of the award is expended for a purpose other than the purposes specified herein or for a use that is prohibited herein; (c) Recipient becomes a party to any material litigation.

8. Return of Unused Funds; Breach of Contract. Any Award funds that have not been expended by the recipient in accordance with Section 2 by July 20, (two years after award is paid) shall be returned to the Foundation. If recipient shall materially breach any of the terms or conditions of this Agreement, then recipient shall, at the option of the Foundation and immediately upon receipt of a written request from the Foundation, refund to the Foundation the unused portion of the award that has been paid to recipient.

9. Retention and Inspection of Records. Recipient shall keep detailed records regarding its receipt and use of the award, and such records shall be retained for at least seven years after the award is fully paid by the Foundation to Recipient. The Foundation shall have the right to inspect recipient's records regarding the receipt and use of the award at reasonable times for the purpose of program evaluation or verification of recipient's compliance with the terms of this Agreement.

10. Payment Schedule. The award shall be paid by the Foundation upon the Foundation's receipt of this Agreement fully executed by recipient.

11. Progress Reports. Due April 30th for the two years following the date in which the award is paid and continuing until the Goal(s) is(are) completed, recipient shall provide to the Foundation a progress report which documents the recipient's use of the Award funds. Each progress report shall include a detailed description of the uses made of the Award funds and what was accomplished by the expenditure of the award, including a description of the progress made in carrying out and accomplishing the purposes of the award as set forth in this Agreement, and shall include a statement of expenditures in sufficient detail to show the use of the award. In addition, each report shall include a statement as to whether or not recipient has fully complied with the terms of this Agreement and shall provide details of any noncompliance.

12. Disclaimer of Partnership or Agency Relationship. Recipient acknowledges and agrees that there is no partnership or joint venture between it and the Foundation, and that recipient is neither an agent of, nor authorized to act in any manner on behalf of the Foundation.

13. Prohibition on Assignment. Recipient's rights and obligations under this Agreement are specific to recipient, and recipient may not assign its rights or obligations hereunder to any individual or entity without the prior written consent of the Foundation.

14. Complete Agreement. This Agreement, including all documents incorporated by reference hereto, constitutes the full and complete understanding and Agreement of the parties with respect to the subject matter hereof.

15. Choice of Law; Venue. This Agreement shall be governed by and construed in accordance with the internal laws of the State of Missouri. Venue for any disputes arising hereunder shall be in the courts located in Jackson County, Missouri.

Sincerely,

THE ALPHA DELTA KAPPA FOUNDATION

By: _____ Foundation Chairman (Name)

By: _____ International Executive Board Chairman (Name)

If recipient agrees and accepts the terms and conditions set forth in this Agreement, please sign and return the attached copy of this Agreement to the Foundation.

Acknowledgment and Agreement:

By: _____ Recipient of the International Excellence in Education Award;

Print Name: _____

Address: _____

Date: _____